

Registration and Participation Policies

- **Registration is on a first-come, first-served basis.** Confirmation notices will be sent to all registrants meeting the pre-registration deadline. If you do not receive a confirmation notice within a week, contact 410-313-1940 to confirm that your registration has been received.
- **Pre-registration is required** for all workshops. We must receive your payment and registration form before the workshop date. **Checks and money orders** only will be accepted by mail. You may pay in advance at our office with cash, checks, or money orders. There is a \$25 service fee for returned checks. We do not accept credit cards.
- **Walk-ins will not be accepted.** Late registrations may be accepted by phone on the day of the workshop only if space permits. **There are no refunds**, unless the HCCCRC cancels the workshop. If a workshop is cancelled, participants will be notified by telephone 48 hours or more in advance. If you must miss a workshop, credit for a future workshop will be given if you notify us 24 hours or more in advance. If you do not cancel in advance, you will not receive a credit.
- **Inclement weather/snow cancellation information:** All workshop cancellation decisions will be made 3 hours prior to the workshop. When the weather is in question, call 410-313-1767 for cancellation information. A recorded message will indicate if a workshop has been cancelled. If a workshop is cancelled due to weather, we will reschedule and notify all registered participants.
- **Late Arrival to Workshops:** Workshops begin at the time stated in the Calendar and in your confirmation letter. Plan to **arrive 10 – 15 minutes early** to sign in. If you arrive after the workshop begins, you may stay for informational purposes only. You will not receive a certificate, a refund, or credit for the workshop cost.
- **Pre- and Post Assessments:** In order to support providers interested in

obtaining the Maryland Child Care Credential, trainers will administer Pre- and Post-Assessments in written or verbal form. You must complete both assessments to the trainer's satisfaction in order to receive Core of Knowledge certification. Core of Knowledge certificates will read "completed training," versus "participated in training," which appears on continued training certificates required for licensing. Both certificates will be accepted by the Office of Child Care for licensing requirements. All workshops are open to the public and are approved by the Office of Child Care. Certificates are issued under Training License CKO-3733.

- **Workshops are designed for adults only;** please make proper child care arrangements in advance.
- **Need special accommodations?** Call 410-313-1940 in advance if you need assistance at the workshop.
- **Replacement Training Certificates** must be requested in writing and a \$5 fee per certificate will be charged.

Workshop Locations

Each workshop description lists the location of the class.

Ellicott City: 3300 N. Ridge Rd., Suite 360, Ellicott City

Columbia Gateway: 6751 Col. Gateway Dr., Columbia

The Judy Center: 6700 Cradlerock Way, Columbia

Faulkner Ridge: 10598 Marble Faun Ct., Columbia

Detailed directions will be mailed to each participant with the confirmation letter.

HCCCRC Training Workshop Registration Form

Name _____ **Daytime Phone** _____

E-mail Address _____ (Optional, but we will notify you via e-mail if your class is cancelled.)

Type of Child Care—please fill out ONLY ONE box below:

- ☐ Registered Family Child Care

☐ Family Child Care Applicant

☐ Parent

Home Address: _____

- ☐ Child Care Center, Preschool, Nursery School

☐ Head Start

☐ Other Program or Organization

Program Name: _____

Program Address: _____

Date of Workshop:

Title:

Cost:

Make check or money order payable to **Director of Finance - Howard County**

Mail form and check to: **HCCCRC**

3300 N. Ridge Rd., Suite 380

Ellicott City, MD 21043

Total _____